

Instructions for Setting Up Jubilee Notices for Bankruptcy and District Court Notices

Jubilee Notices has been activated for your account! The next step is to add the email address listed below as a secondary noticing email address in all your CM/ECF accounts with the courts. To do this log into CM/ECF, click on **Utilities** on the top toolbar, select **Maintain your ECF Account**, then click on the **Email Information** button. Add the email address listed below as a Secondary email address, then click **Submit**.

Note: The format of the Notices will need to be set to HTML for this feature to work properly.

If you are unable to add the address, you may need to contact your CM/ECF help desk for assistance.



The screenshot shows the CM/ECF Utilities page. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, and Utilities. The Utilities section is expanded, showing two columns of links. The left column, titled "Your Account", includes links for Change Your Password, Change Your PACER Account, Internet Payment History, Internet Payments Due, Maintain Your ECF Account, Review Billing History, View PACER Account Information, and View Your Transaction Log. The right column, titled "Miscellaneous", includes links for Court Information and Mailings...



The screenshot shows the CM/ECF Email Information form. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. The form contains the following fields and options:

- Primary email address:
- Secondary email address:
- Send the notices specified below
 - to my primary email address
 - to the secondary addresses
 - Send notices in cases in which I am involved
 - Send notices in these additional cases:
 - Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
 - Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.
 - Send a notice for each filing
 - Send a Daily Summary Report
- Format notices: HTML, Text